

Town of Milton

115 Federal Street
Milton, DE 19968



www.milton.delaware.gov

Phone: 302-684-4110

Fax: 302-684-8999

March 25, 2013

To: Mayor and Council
From: Dustan L. Russum
RE: Monthly Report

During the past month, the water, streets, and parks department has been very diligent with completing the issued work orders as detailed below. Along with doing the work orders that are shown below, there are other tasks that are done daily, weekly, and monthly. For example, trash is collected from the parks and street trash cans three times a week. In the water department, water samples are done everyday of the week and state samples are done once a month. The Public Works Department is also given the task of setting up and cleaning up any town meetings. There are several tasks that are completed for tracking, such as work orders, time sheets, and all water reports and readings are logged in and sent to the Department of Health.

Water Dept. Issued Work Orders

build bench in box van
safety training on chemicals/ traffic

locates town wide
take state samples
clean shop area
fix cap on well # 2
turn water on at 111 Ellison
turn water on at 106 Waples pl
turn water on at 511 palmer st
turn water on at 520 mulberry st
flush hydrant at chandler st
turn water on at 315 union st
turn water off at 615 mulberry st.
put new locks on wells
move paint cabinet to heated wash room
set-up date to work on tower
well draw downs
put shelf up and move parts
inspection of 309 , 311 village center blvd
install light in parts room
safety inspection by the insurance company
put up no smoking signs around propane tanks

install meters at well 2 and 7
put flyers out in shipbuilders
inspection of curb and pit at 316 front for paving
clean out office at shop
locates town wide
fix chlorine pump in well house
fix chlorine pump in well house
flagger training class
dis- connects for non payment
locates town wide
log - in well readings
leak at old post office
leak at 321 union st / home owner
lay out hoses to drain tower
drain tower
tower fixed
drain tower and re - fill tower
wash outside of tower
pick - up blow off from DRWA
training at DRWA
training at DRWA

Streets and Parks Issued Work Orders

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flags at half mast
paint trash can lids
fix sink hole in sidewalk by clock
count signs that need to be moved out of st.
light post pit back on union st
clean up all trucks and equipment
take down snowflakes , put back in shop
clean - up parking lot at town hall
bridge call about storm / possible flooding
fixed post at union and bay and at clock
fix broken street blade sign
trash pickup parks and streets
trash pickup parks and streets and lavina st

put out barricades and sand bags
put barricades out for parade
pick up sand bags from down town
fixed sign at broad and union
mtg with jerry's paving at shipbuilders
trim back trees at union and Tilley
shea concrete started work in shipbuilders
meet cab at heritage about ada ramps
weld dump bed and paint bed
fix broken street blade sign
del cans at 302 mill st